

CARPENTER LEADER
WL-4607-09

MAINTENANCE
BUILDING TRADES

Carpenter Leader WL-4607-09

JOB SUMMARY

This position is located in the Facilities Maintenance Division Maintenance Branch of the Facilities Management and Airfield Support Department, Naval Air Station, Lemoore, CA. Its purpose is to act as crew leader for the shop with Maintenance mechanics, Locksmiths, Maintenance workers/Helpers and Laborers. Also to serve as the subject matter expert on all asbestos and lead abatement projects and the on site project monitor during actual work. The Building Trades Branch has the responsibility of maintenance, repair, alteration, and minor construction of station structural facilities. The incumbent performs a wide range of asbestos and lead related duties in support of the entire station.

DUTIES AND RESPONSIBILITIES

- 50% Assures that work assignments of crewmembers are carried out and completes like work. Relays instructions for proper completion of work, assists in material and inner work center communications to accomplish work on time and of good quality. Reviews job orders and emergency service chits, inspects job sites, makes work plan on how to remove asbestos and lead. Collects data for notification to Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), and Local Air Quality Control Districts to obtain permits for abatement. Plans emergency escape routes. Determines materials, equipment, supplies, and facilities needed. Reviews work in progress, and upon completion. Prepares workload and production reports, submitting them as necessary to higher level management. Makes sure all engineering controls are in place. Checks all equipment, negative air machine, air purifying machine, airless, vacuum, three stage decontamination chambers are in place prior to and after each work shift.
- 20% Assists abatement workers with the set up of work areas to be abated. Posts warning signs, makes sure area is regulated and off limits to unauthorized personnel. Informs all occupants of plans to do an abatement in their building. Educates them on the hazards of lead or asbestos and informs them of all measures being taken to prevent exposure to atmosphere so as not to alarm anyone. Assists workers in the abatement of asbestos and lead. Makes sure all asbestos and lead waste is properly bagged, labeled and disposed of in accordance with all the regulations. Assures regulated area is properly decontaminated. Takes clearance samples and sends to laboratory for analyzing. After getting clean results, tears down barriers and restores dwelling to original (asbestos-free, lead-free) condition, spray new ceiling, building new wall, install insulation, etc. During abatement, performs daily check list and gives copies to safety for their records.
- 15% Performs inspections. Prior to any renovation or demolition, an inspection must be performed to determine if Asbestos Containing Building Materials (ACBM) or lead exists. Reviews architecture and other records for the specification of any materials which contain asbestos or lead. Inspects the building for friable materials or products which are likely to contain asbestos or lead. Delineates homogeneous areas and develops a sampling plan for bulk samples. Does further inspections of building prior to sampling to see if there are places that were undetected by drawings and specs. Collects samples and has them analyzed for asbestos or lead by an accredited laboratory. Collects information on the physical condition and location of all ACBM and on other characteristics of the building which may affect the likelihood that ACBM may be disturbed and that fibers may be released and distributed.
- 5% Holds weekly safety meetings with abatement workers. Inspects all respirators and personal protective equipment of all workers prior to entering restricted work areas. Performs fit testing on all abatement workers. Makes sure they're training and certifications are up to date. Keeps workers informed on any new rules and regulations which are periodically received by incumbent. Makes sure their medical records are up to date. Assumes adherence to safety practices plans and carries out the training and development to employees. Gives advice, counsels on instruction to individual employee on work related matters, plans, and assigns deadlines to workers. Takes...

- quarterly samples of all equipment used in producing quality, breathable air and sends to environmental lab for testing. Sends copy of results to the Industrial Hygiene Division.
- 5% Consults with engineers, architects, Facilities Management Engineering Division (FACMED), Trades Supervisor and maintenance personnel. Incumbent determines best way to do specific renovations or maintenance on building without disturbing asbestos or recommend that abatement is needed. Sometimes assists architects and engineers with performing costs estimations on structures that will be renovated by a contracting firm. Coordinates with representatives of other units concerning matters of work accomplishments, priorities, methods and procedures. Attends meetings with parties interested in the work of the unit.
- 5% ~~Acts as a liaison on behalf of customers. Provides assistance on easing the minds of residents~~
employees or other personnel who feel they may have been exposed to asbestos or lead. Have data available and provide technical assistance, air monitoring and encapsulation so as not to have a recurring incident

KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION

Must possess a well-rounded knowledge of the general Building Industry. An in-depth knowledge of asbestos and lead containing building materials.

Must know the rules and regulations on respirators, personal protection, sampling, medical surveillance, legal liabilities, insurance, contract specifications, waste disposal, isolation controls, encapsulations, health effects, safety issues, small and large scale jobs.

Must have knowledge of building systems to perform pre-inspection planning.

Must possess knowledge to perform and write inspection reports.

Must be able to communicate well with others as public relations is vital in a field as hazardous as ASBESTOS AND LEAD CONTAINMENT.

Must know the rules and regulation of all regulating agencies pertaining to asbestos and lead; Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), National Asbestos Safety Hazardous Emergency Response Act (NASHERA), National Emission Standards for Hazardous Air Pollutants (NESHAP), National Institute for Occupational Safety and Health (NIOSH), etc. and Local Air Quality Control Districts.

Incumbent must have completed and passed the following Asbestos Hazard Emergency Response Act (AHERA) OSHA mandated accredited courses to perform the following tasks:

1. To do abatements, one must have completed and passed the Practices and Procedures in Asbestos Control course and be re-certified annually.
2. To be an on-site supervisor one must have completed and passed the Asbestos Contractors and Supervisors course and be re-certified annually.
3. To do inspections, one must have completed and passed the Building Inspections for Asbestos course and be re-certified annually.
4. To do the consulting, one must have completed and passed the Management Planning for Asbestos course and be re-certified annually.
5. To plan and design asbestos abatement projects, incumbent must have completed and passed the Asbestos Abatement Project Designers course and re-certified annually.
6. To be an on-site supervisor, one must have completed and passed Lead Training courses for Lead Worker and Lead Supervisor-Project Monitor.

RESPONSIBILITY

The supervisor of this position is the Building Trades supervisor. The incumbent deals directly with customers, Safety, E.M.D., Industrial Hygiene, FACMED, other shop supervisors, activity personnel and takes responsibility for day to day operations and resolves any difficulties. Only critical or controversial matters are brought to the attention of the supervisor.

GUIDELINES

Incumbent uses technical manuals such as Programs and Environmental Hazard Management from the University of California Berkeley in developing quality assurance procedures in asbestos and lead abatement projects.

COMPLEXITY

The work involves application of a variety of work plans and techniques and regulations to perform the following tasks:

1. Performs asbestos abatement without exposure to workers, outside atmosphere or critical areas such as heating, ventilation or air conditioning vents.
2. Performs abatement of hot water lines, steam lines and hot water tanks where plastic barriers run high risk of melting.
3. Works in high places or in crawl spaces making it difficult to perform tasks or use certain equipment due to space restraints.
4. Performs work on other hazardous materials or equipment such as removing insulation from underground high voltage lines, gas lines, hazardous material lines or tanks.

PERSONAL CONTACTS

The incumbent has regular contact with industrial Hygienist and staff, Safety Officers, Engineers, Architects, Resident Officer in Charge of Construction (ROICC) employees, Housing Manager and inspectors customers County and District inspectors, FACMED employees and developing good working relationships with each is instrumental to the job.

PURPOSE OF CONTACTS

There are times when Engineering or FACMED might need asbestos samples taken and delivered to Industrial Hygiene for quick results are more likely when a good working relationship exists with the Industrial Hygienist.

Incumbent might have to use considerable tact and diplomacy to persuade County inspectors to possibly extend deadlines or change scope of work plans due to unforeseen circumstances.

Incumbent might need to convince safety or EMD that perhaps certain regulations are unfeasible in a certain situation and provide alternative methods.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The incumbent makes repairs and installation from ladders, scaffolding and platforms and where the systems and equipment worked on are in hard-to-reach places, requiring him/her to stand, stoop, bend, kneel, climb, and work in tiring and uncomfortable positions. Frequently handles,

lifts, carries, and/or sets up parts and equipment that weighs up to 50 pounds. Occasionally lifts and carries items that weigh over 50 pounds. Works inside and outside in all weather wearing respirators, protective equipment. Environment conditions are usually dirty, dusty and greasy. Sometimes incumbent is required to make installations and repairs in areas where toxic fumes are present. Frequently the incumbent is exposed to the possibility of uncomfortable heat conditions; possibility of strains, cuts, bruises, burns and infections; and , occasionally is exposed to the possibility of broken bones. Must possess a government drivers license.